



Colchester Public Schools

Director of Instructional Technology

Job Description

Overview:

The Director of Instructional Technology will lead the district to infuse educational technology into the classroom and facilitate personalized learning. The Director will educate, lead, facilitate, and support the school community in the effective use and integration of educational technology in the schools and their offices. ~~Lead, support, and supervise highly-qualified and efficient technology team to manage and maintain an educational technology infrastructure that supports technology-based instructional innovation.~~ Lead and remain current in the most efficient and effective technologies to support personalized learning. ~~Manage, evaluate, and maintain access and the efficiency of all district technology and information technology resources.~~

Essential Duties and Responsibilities:

Leadership

- ~~• Inspire and lead in the~~ Works with District and school technology teams to develop and implement a clearly-defined, shared vision for the comprehensive integration of technology to promote excellence and support transformation through Colchester Public Schools
- Leads and engages the Colchester school community in embracing *Innovation Nation* and a digital learning experience for all learners that occurs 24/7/365, and provides global access to resources and experts
- Creates, promotes, and sustains a dynamic, digital-age learning culture that provides a personalized, rigorous, relevant, and engaging education for all learners
- ~~• Promotes an environment of~~ Plans, facilitates, and monitors the impact of professional learning opportunities and innovation that support educators to enhance student learning through the infusion of contemporary technologies and digital resources
- Coaches educators in the development of lessons and units that support students to meet the standards outlined in the technology skills continuum
- Works with curriculum committees to identify, evaluate, implement, and use instructional technology
- ~~• Provides digital-age leadership and management to continually improve the organization through the effective use of information and technological resources~~
- Model and facilitate understanding of social, ethical, and legal issues and responsibilities related to an evolving digital culture
- Establishes and maintain close communication with the users of technology, and the school community, in order to support access and the efficient and effective use of technology, thus maximizing the effect of instructional technology on positive student learning outcomes
- Leads, inspires, and shares with the Colchester Public School community the most current innovations in educational technology through a digital presence, as well as other dynamic mediums

- ~~Lead, motivate, coach, support, manage, and supervise a highly qualified technology staff~~

Management

- ~~Oversee district information and technology projects to ensure timely completion and successful integration~~
- ~~Oversee and establish system-wide software and hardware standards, requirements, specifications, and policies~~
- ~~Oversee the organization, management, timely and accurate submission, and security of all data, data systems, and district-wide data reports~~
- ~~Oversee the purchasing, distribution, and replacement of district-wide technology and technology infrastructure to limit disruptions in access to and incompatibility with district technology~~
- ~~Oversee the periodic evaluation and assessment of technology and information technology systems to maintain or improve the efficiency and effectiveness of those systems~~
- ~~Assist in the development and management of district applications for technology grants, E-Rate funding, and/or other external systems of financial support for technology~~
- ~~Establish relationships with vendors and external partners to best support the efficiency and cost-effectiveness of district technology~~
- ~~Develop and maintain a fiscally responsible budget that balances the district vision for educational technology with the needs of individual users~~
- ~~All other responsibilities assigned by the employer~~
- Supports the Assistant Superintendent to create and manage a budget for district technology and software
- Supports contracted services in the purchasing, distribution, and replacement of district-wide technology and technology infrastructure to limit disruptions in access to and incompatibility with district technology
- Meets regularly with the Assistant Superintendent and contracted services to provide updates and recommendations regarding district technology
- Oversees district software and works with the Data Specialists and contracted services to integrate new software and manage testing software
- Maintains and manages all insurance for district devices including Chromebooks
- Coordinates the collection and deployment of student and staff devices
- Coordinates the audio and visual supports
- Oversees the District's compliance with CT Statute 16-189.
- Works with contracted services to oversee information and technology projects to ensure timely completion and successful integration
- Works with contracted services in management of the District's communication systems (i.e., phones, communication software, district issued cell phones, etc.)
- Works with contracted services in the management of the District's printers/copiers
- Works with contracted services to establish a system-wide software and hardware standards, requirements, specifications, and policies
- ~~Supports the Data Specialist in the organization, management, timely and accurate submission, and security of all data, data systems, and district-wide data reports~~

- Assists contracted services in the periodic evaluation and assessment of technology and information technology systems to maintain or improve the efficiency and effectiveness of those systems
- Assists in the development and management of district applications for technology grants, E-Rate funding, and/or other external systems of financial support for technology
- All other responsibilities assigned by the employer

Knowledge, Skills & Abilities:

- ~~Master's degree in education, instructional technology, curriculum and instruction, or related educational field~~
- Understanding of K-12 curriculum
- Experience with a range of software, hardware, and operating systems (Windows, MAC, & iOS)
- ~~Evidence of experience with technology planning and managing technology personnel, ideally in a K-12 academic setting~~
- Experience of successful strategic planning, large-scale project management, and innovative thinking
- Strong verbal and written communication skills
- Broad knowledge of industry standards and best practices in the use of technology in schools, including International Society of Technology in Education National Technology Standards (ISTE NETS)
- Ability to:
 - o Work extended hours and manage multiple demands
 - o Perform the following:
 - Sit for extended periods of time
 - Occasionally lift, carry, and move parcels weighing up to 50 lbs
 - Bend, stretch, reach, and stoop
 - ~~Climb/stand on a ladder (to assist with running wire/cable)~~

Other Requirements:

- Master's degree in education, instructional technology, curriculum and instruction, or related educational field
- ~~Supervise Colchester Public Schools Department of Educational Technology & Instructional Innovation~~
- Background Check

Terms of Employment:

12 month employment, per agreement

Evaluated by:

Annual Evaluation by ~~Director of Teaching and Learning~~ Assistant Superintendent